

SELLER'S REQUEST FOR INSPECTION
CITY OF ALLENTOWN
REQUEST FOR BUYER NOTIFICATION INSPECTION

EFFECTIVE 1/31/08

Complete this form and return with payment to the Bureau of Building Standards and Safety Office. Hours are 8:00 am to 4:30 pm. Application must be received no later than 3 business days from the date of offer to sell or listing.

DATE: _____

ADDRESS OF PROPERTY TO BE INSPECTED: _____

NUMBER OF UNITS: _____

(CHECK ONE) PRIMARY RESIDENCE ☐ RENTAL ☐

NAME & MAILING ADDRESS OF SELLER (OWNER): _____

CONTACT PERSON – PHONE NUMBER: _____

REAL ESTATE AGENT & ADDRESS: (IF APPLICABLE): _____

REAL ESTATE AGENT'S PHONE NUMBER (IF APPLICABLE): _____

PURCHASER'S NAME & ADDRESS: (If known); _____

(OFFICE USE ONLY)

AMOUNT PAID _____ RECEIPT# _____

PROPERTY ACCOUNT # _____

COST OF INSPECTION IS \$100.00 PER PROPERTY. (THIS INCLUDES (1) REINSPECTION, ADDITIONAL REINSPECTIONS ARE \$35.00 EACH. **PAYMENT AND COMPLETED REQUEST FORM MUST BE RECEIVED PRIOR TO INSPECTION – NO EXCEPTIONS.** YOU WILL BE NOTIFIED BY PHONE TO ARRANGE FOR AN INSPECTION. PLEASE MAIL COMPLETED FORM WITH PAYMENT TO:

CITY OF ALLENTOWN
BUILDING STANDARDS & SAFETY
435 HAMILTON STREET – 3RD FLOOR
ALLENTOWN PA 18101-1699

Owner Occupied - 610.437.7688 Fax 610.437.8798

Rental Properties - 610.437.7694 Fax 610.437.7693